

HAND BOOK
OF THE
Board of Education
OF THE
City of Cleveland.

1893=1894.

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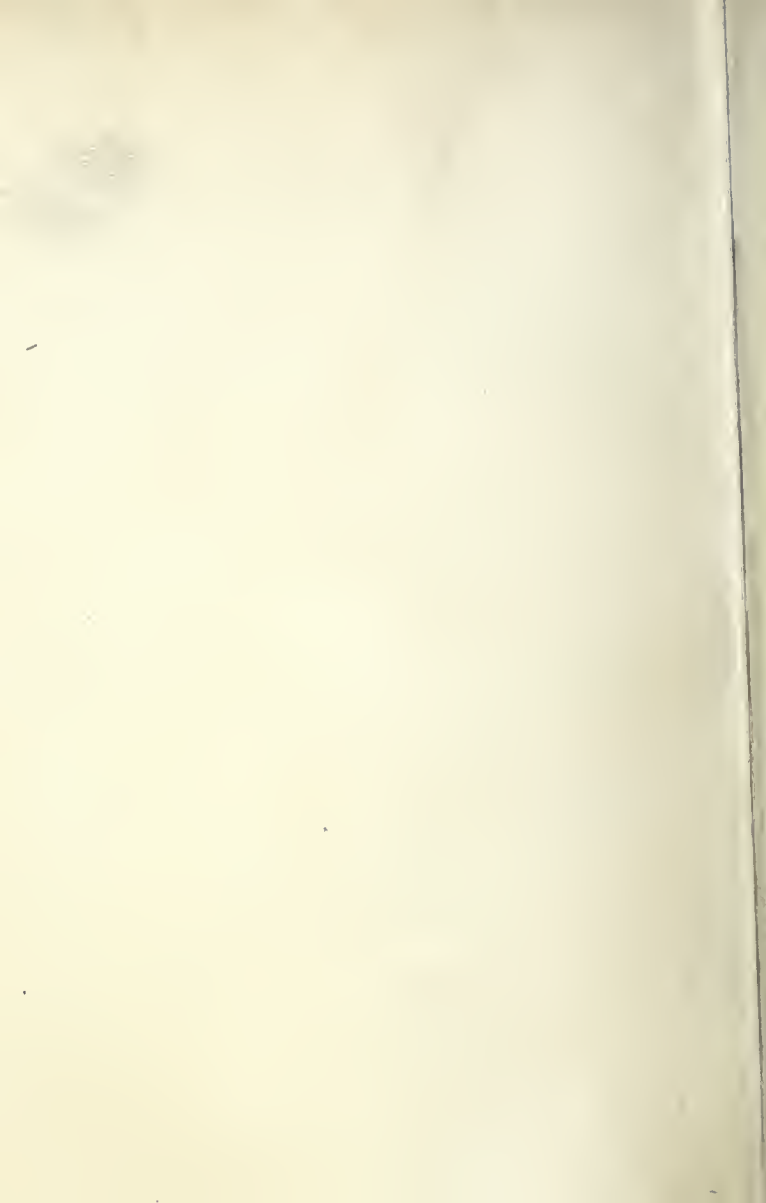
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HAND BOOK
—OF THE—
BOARD OF EDUCATION
—OF THE—
CITY OF CLEVELAND.

Standing Rules of the School Council
1893-1894.

Rules for the Government of
Teachers, Janitors, etc.

Compiled by CHARLES F. LEACH, *Sec'y.*



1893-'94

BOARD OF EDUCATION

—OF THE—

City District of the City of Cleveland.

ORGANIZATION FOR 1893-'94.

Officers.

School Director,

HON. H. Q. SARGENT.

THOS. BOUTALL, Prest. of the School Council.

ANDREW S. DRAPER, LL.D., Supt. of Instruc'n.

WM. H. DUNN, . . . Supt. of Buildings.

W. A. MADISON, . . . Auditor.

JAMES LAWRENCE, . . . Counsel.

W. W. ARMSTRONG, . . . Treasurer.

JOHN F. GOLDENBOGEN, . . . Clerk.

School Council.

1893-'94.

Officers.

THOMAS BOUTALL, Prest. of the Council.
 JOHN F. GOLDENBOGEN,[†] Clerk.
 GEO. E. MYERS, Page.

Members of the School Council.*

Names.	Residence.	Place of Business.
WM. BACKUS, Jr.	515 Kennard st.	829 Soc'y for Sav. Bldg.
THOS. BOUTALL,	17 Bridge st.	399 Pearl st.
W. D. BUSS,	30 Hinman st.	Weddell House.
M. R. DAYKIN,	680 Lorain st.	398 Pearl st.
S. S. FORD,	361 Harkness ave.	325 Soc'y for Sav. Bldg.
MARTIN HOUSE,	468 Jennings ave.	275 Willey st.
F. C. McMILLIN,	1809 Euclid ave.	1031 Soc'y for Sav. Bldg.

REGULAR MEETINGS.

Meetings on the first and third Monday evening of each month, at 7:30 o'clock.

*Elected at large, April, 1892.

†Term expires April, 1895.
 ‡Salary, \$1,800 per annum.

Departments.

Executive.

HON. H. Q. SARGENT, . . . School Director.
 CHAS. F. LEACH, Secretary.
 GEO. E. MYERS, Clerk.

Offices, 190 Euclid ave.

Buildings.

WM. H. DUNN, . . . Supt. and Architect.
 WM. B. WRIGHT, . . Ass't Superintendent.
 BENJ. OUGH, Chief Carpenter.

Offices, 190 Euclid ave.

Positions and Salaries.

School Director,	\$5000 00
Supt. of Buildings and Architect,	3000 00
Ass't Supt. of Buildings,	2000 00
Secretary,	2200 00
Chief Carpenter,	1200 00
Clerk,	900 00

JANITORS.*

	No. of Rooms.	Amount per Month.
Normal Training,	9	\$ 67 00
Central High and Annex,	36	225 00
West High,	16	100 00
West Manual,	10	60 00
Bolton,	9	91 00
Boys' East,	2	11 00
Boys' South,	1	8 00
Boys' West,	2	15 00
Broadway,	18	96 00
Brownell,	26	149 00
Buhrer,	8	68 00

JANITORS.*—Continued.

	No. of Rooms.	Amount per Month.
Case,	18	\$106 00
Clark,	12	89 00
Crawford,	1	8 00
Detroit,	12	90 00
Dike,	8	63 00
Dunham,	8	81 00
East Madison,	18	96 00
Fairmount,	18	90 00
Fowler,	16	110 00
Headquarters, engineer ($\frac{1}{2}$)	20	40 00
Giddings,	16	88 00
Gordon,	16	88 00
Headquarters, janitor,	—	60 00
Headquarters, watchman, ($\frac{2}{3}$)	—	40 00
Hicks,	19	108 00
Hough,	12	82 00
Huck,	12	77 00
Independence,	1	8 00
Kentucky,	18	90 00
Kinsman,	12	85 00
Lincoln,	8	77 00
Marion,	8	60 00
Mayflower,	21	112 00
Meyer,	4	25 00
Miles,	1	8 00
Miles Park,	16	88 00
Orchard,	18	109 00
Outhwaite,	18	117 00
Prospect,	4	35 00
Ridge,	1	8 00
Rockwell,	22	100 00
Sackett,	18	90 00
South,	2	11 00
South Case,	24	115 00
Sibley,	12	77 00

JANITORS.*—Continued.

	No. of Rooms.	Amount per Month.
Stanard,	12	\$85 00
Scranton,	16	90 00
St. Clair,	18	90 00
Sterling,	18	90 00
Tremont,	27	140 00
Union,	12	77 00
Walton,	18	100 00
Waring,	12	77 00
Warren,	24	90 00
Waverly,	12	77 00
Woodland,	18	90 00
Woodland Hills,	8	60 00

*All Janitors having charge of buildings containing eight rooms or more are required to give a bond of \$500.00.

DEPARTMENT OF INSTRUCTION.

ANDREW S. DRAPER, L.L. D. Superintendent.

JAY D. STAY, . . . Ass't Superintendent.

E. F. MOULTON,

ELLEN G. REVELEV, } . Supervisors.

JOSEPH KRUG,

ALEXANDER MCBANE, . . . Truant Officer.

Miss IRENE BRUSH, . . . Clerk.

WALTER PLEASANTS, . . . Messenger.

N. COE STEWART, Special Teacher of Music.

FRANK ABORN, Special Teacher of Drawing.

A. A. CLARK, Special Teacher of Penmanship.

MARGE E. MULLEN, } Special Teachers of

KATE MILLER, } Physical Culture.

Offices, 190 Euclid ave.

Positions and Salaries.

Superintendent of Instruction, .	\$5000 00
Ass't Supt. of Instruction, .	2700 00
One Supervisor,	2500 00
Three Supervisors (each),	2000 00
One Supervisor,	1500 00
One Supervisor of Manual Train'g,	1800 00
Special Teacher of Music,	2150 00
" " Drawing,	1850 00
" " Penmanship,	1850 00
Two Special Teachers of Physical Culture, (each),	900 00
Truant Officer,	1100 00
Clerk,	1200 00

TRAINING SCHOOL.

Principal,	\$1600 00
One Assistant,	1100 00
Two Ass'ts and Train'g Teachers	900 00
Five Training Teachers,	900 00
One Training Teacher,	700 00
One Special Teacher of German,	900 00

CENTRAL HIGH.

Principal,	\$3000 00
One First Male Assistant,	1800 00
" " Lady " 	1500 00
One Teacher,	2000 00
Four Teachers, each	1600 00
Two " " 	1500 00
Three " " 	1400 00
Two " " 	1300 00
Three " " 	1200 00
Nine " " 	1100 00
Two " " 	1000 00
Eleven " " 	900 00
Two " " 	800 00

WEST HIGH.

Principal,	\$2400 00
One First Male Assistant,	1600 00
“ “ Lady “	1500 00
One Teacher,	1500 00
“ “	1300 00
Three Teachers, each	1200 00
One Teacher,	1400 00
“ “	1100 00
Two Teachers, each,	1000 00
“ “ “	900 00

MANUAL TRAINING WORK.

One Principal Cent. M. T. School,	\$1600 00
“ Teacher “ “	1000 00
One Principal West “ “	1600 00
“ Teacher “ “	1100 00
Two Teachers “ “ “	900 00
“ Teachers “ “ “	600 00
One Teacher “ “ “	300 00

PRINCIPALS OF
ELEMENTARY SCHOOLS.

	Grade Schools	Of not less than	
10 Principals	of 8th,	20 rooms,	\$1200 00
6 “	“ 8th,	16 “	1125 00
5 “	“ 8th,	10 “	1000 00
3 “	“ 7th,	16 “	1025 00
2 “	“ 7th,	10 “	900 00
5 “	“ Lower,	11 “	850 00
2 “	“ “	8 “	750 00
1 Principal	“ West Boys' School,		1000 00
1 “	“ East “	“	1000 00
1 “	“ South “	“	1000 00
28 Ass't Prin.	“ 8th,	.	750 00
4 “	“ 7th,	.	700 00
3 “	“ Lower,	.	650 00

The salaries of all teachers (other than Principals and Assistant Principals) in the elementary schools, are as follows:

For the first year's service, four hundred (\$400.00) dollars.

For the second year's service, four hundred and twenty-five (\$425.00) dollars.

For the third year's service, four hundred and seventy-five (\$475.00) dollars.

For the fourth year's service, five hundred and twenty-five (\$525.00) dollars.

For the fifth year's service, five hundred and seventy-five (\$575.00) dollars.

For the sixth and seventh year's service, six hundred (\$600.00) dollars per year.

For the eighth and ninth year's service, six hundred and twenty-five (\$625.00) dollars per year.

For each year's service after the ninth year, six hundred and fifty (\$650.00) dollars.

Teachers of the first grade, with five years' successful experience in that grade, shall receive twenty-five (\$25.00) dollars per year in addition to the amount fixed by the foregoing schedule; and teachers of the first grade, with ten years' successful experience in that grade, shall receive fifty (\$50.00) dollars per year in addition to the amount fixed by said foregoing schedule.

Teachers of the seventh grade shall receive seven hundred (\$700.00) per annum.

Teachers of the eighth grade shall receive seven hundred and fifty (\$750.00) dollars per annum.

Special teachers of German in the eighth grade shall receive seven hundred and twenty-five (\$725.00) dollars per annum.

Special teachers of German in the seventh grade shall receive six hundred and seventy-five (\$675 00) dollars per annum.

Special teachers of German in the lower grades shall receive salaries based upon the number of years of their experience, the same as teachers of English, provided that no teacher transferred from a German exchange school to the position of special teacher of German of the lower grade shall thereby suffer any deduction in salary.

Teachers in German exchange schools shall receive an addition of twenty-five (\$25.00) dollars per annum.

Graduates of the Cleveland Normal Training School shall be credited with one year of service, in determining their salaries, under the above schedule.

Teachers who have had experience in other public schools than in the City of Cleveland, may be appointed and receive the same salaries as though their service had been in the Cleveland schools, whenever the Superintendent of Instruction may deem it for the best interests of the schools.

LAW DEPARTMENT.

JAMES LAWRENCE, Corporation Counsel*.

CHAS. J. ESTEP,

JOHN F. WEH, } Assistants.

H. H. HENRY,

Offices, No. 34 City Hall.

*Serves without extra compensation.

DEPARTMENT OF ACCOUNTS.

WM. A. MADISON, . . . Auditor*.

THOMAS McMANUS,

HARRY THOMAS, } Assistants.

Offices, No. 213 City Hall.

*Serves without extra compensation. The Assistants are paid by Board of Education.

TREASURER.

W. W. ARMSTRONG, . . . City Treasurer*.

P. E. MULCAHY, . . . Deputy.

JAS. JOHNSTON, . . . Assistant.

Offices, No. 109 City Hall.

*Serves without extra compensation.

SINKING FUND COMMISSION*.

MYRON T. HERRICK, *Pres't.*

SAMUEL W. SESSIONS, A. L. WITHINGTON,

W. J. MORGAN, W. F. CARR.

CHAS. F. LEACH, *Sec'y.*Meet the third Monday in each month,
at 190 Euclid avenue.*Appointed by the Board of Education May 1, 1893.
They serve without compensation, and can
only be removed for cause.

PUBLIC LIBRARY BOARD.*

190 Euclid ave.

HON. J. C. HUTCHINS, . . . President.
EVAN H. HOPKINS, . . . Secretary.
Dr. O. B. CAMPBELL, Dr. A. T. HOUSE,
JOHN A. SMITH, Z. M. HUBBELL,
MARS E. WAGAR.
WM. H. BRETT, . . . Librarian†.

*Members of the Library Board are elected by the
School Council.

†Appointed by the Library Board.

Circulating Department.

45,797 volumes.

Open from 8 a.m. to 7:30 p.m.

On Saturdays until 8:30 p.m.

Reference Department and Reading Room

18,616 volumes.

Open from 8:30 a.m. to 8:30 p.m.

On Saturdays until 9:30 p.m.

West Side Branch, 562 Pearl Street.

5,628 volumes.

Open from 8:30 a.m. to 8:30 p.m.

There are also in the Library, the Librarian's collection of Bibliography, 288 volumes; unclassified volumes, 1,715; 34 books in the High School; pamphlets, 2,292. The total number exclusive of pamphlets, 72,078.

CITY BOARD OF EXAMINERS OF TEACHERS.*

A. J. MICHAEL, President.
L. W. FORD, Clerk.

Members.

A. J. MICHAEL, Time expires Aug. 31, 1894.
L. W. FORD, " " " 31, 1894.
A. G. HOPKINSON, " " " 31, 1893.

Examinations are held on the last Friday
and Saturday in January, March, June, July,
August, and November.

*Each member receives a compensation of \$300.00
per annum.

Compulsory Education.

The Ohio law, as it applies to cities, may be summarized as follows: Children between the ages of eight and fourteen years are required to attend some public or private school for a period of not less than twenty weeks each year, ten of which shall be consecutive. The only exceptions are on account of physical or mental disability or when taught at home by competent and approved persons, in such branches as are taught in the public schools below the High School. Minors over fourteen and under sixteen who can not read and write the English language, are required to attend at least one-half of each day, or an evening school, or be under competent private instruction until they can read at sight and write ordinary English sentences. It is unlawful to employ children under fourteen years of age, while the schools are in session, unless they are exempt, or have complied with the requirements of the law. Severe penalties are attached for violations, both as to attendance and employment. The enforcement of the law is entrusted to truant officers who are vested with police powers. The law was amended in 1890 so as to require the attendance for the year of all children between eight and sixteen years who are not regularly employed.

Financial.

Statement showing the Receipts and Disbursements for the school year 1891-92.

RECEIPTS.

Balance—September 1, 1891, as shown by
Table No. 1.....\$ 137,538 74

Tax of 1891 Dec. '91 and June '92 col'n)—

State.....\$121,117 50

Western Reserve Fund... 5,798 98

Contingent..... 747,815 70

Manual and Domestic

Training..... 22,980 53

897,712 71

Earnings—

Tuition of Non-residents.\$ 905 40

Board of Examiners..... 281 50

Depository, interest..... 712 66

Payment on Euclid Ave.

Lot 4,200 00

Various sources..... 1,160 80

7,260 36

\$1,042,511 81

Sale of Bonds—

Par value.....\$300,000 00

Premium..... 675 00

Accrued interest..... 1,738 36

302,413 36

\$1,344,925 17

DISBURSEMENTS.

Tuition—

Officers' salaries.....\$ 25,186 97

Teachers' salaries..... 531,526 88

\$ 556,713 85

Maintenance—

Officers' and Employees'

salaries.....\$ 74,258 55

Fuel..... 40,804 15

Repairs..... 31,392 03

Stationery and Supplies.. 12,740 07

Contingent..... 1,048 72

160,243 52

Permanent Improvements—

Land.....\$.....

Buildings..... 177,527 67

Furniture and Fixtures.. 13,789 30

191,316 97

Interest—

Interest on Temporary

Loans\$ 4,597 17

Interest on Bonds 35,710 00

Rent of Relief Buildings,

etc..... 1,938 62

42,245 79

\$ 950,520 13

Loans—

To the East Manual Train-

ing School Co. \$ 13,165 10

Bonds Paid..... 31,000 00

44,165 10

Balance, Sept. 1, 1892.....

350,239 94

\$1,344,925 17

The tax rate, the amount of money raised for school purposes in the City School District, and the amount received from the State between 1864 and 1892 :

Year.	Tax Rate.	Amount Raised.	Received from State.
1864	3 Mills.	\$67,491 45	\$23,646 58
1865	3 "	81,496 33	25,889 75
1866	2½ "	71,642 39	27,096 03
1867	3⅓ "	96,572 64	28,111 76
1868	3½ "	122,923 53	32,021 42
1869	4⅓ "	149,498 16	38,108 18
1870	4⅓ "	149,869 44	42,162 04
1871	2½ "	159,064 11	48,457 69
1872	3⅓ "	185,158 70	51,979 16
1873	3⅓ "	248,920 86	56,768 95
1874	4⅓ "	336,766 67	58,566 24
1875	5⅓ "	373,855 55	69,804 40
1876	4⅓ "	338,385 02	82,379 33
1877	4⅓ "	327,926 12	69,275 96
1878	4⅓ "	301,599 46	72,220 87
1879	4½ "	317,466 67	72,410 03
1880	4½ "	349,823 17	72,655 04
1881	4½ "	378,034 22	76,085 37
1882	4½ "	392,393 08	82,847 74
1883	6⅓ "	528,062 84	88,629 96
1884	6⅓ "	533,061 50	91,485 93
1885	6⅓ "	551,786 60	90,948 09
1886	6⅓ "	546,506 44	88,070 25
1887	*6⅓ "	580,495 00	93,809 45
1888	*6⅓ "	594,720 03	94,653 00
1889	*6⅓ "	594,884 63	95,807 25
1890	*8⅓ "	806,871 55	104,385 15
1891	*6⅓ "	789,481 92	122,128 90
†1892	*7⅓ "	†874,900 00	126,916 48

*Including 1-5 of a mill levied for Manual and Domestic Training School purposes yielding a revenue in the several years as follows:

1887, \$18,725 00	1890, \$19,922 75
1888, 19,184 52	1891, 23,566 62
1889, 19,189 82	1892, 22,980 53

†Estimated.

‡The total assessed valuation of all of the property of the city in 1892, \$121,280,215 00.

COST OF INSTRUCTION, 1869 to 1892.

The following table includes the salaries of Principals, Assistants and Teachers. It does not include supervision:

Year.	Salaries.	Year.	Salaries.
1869	\$106,518 13	1881	\$271,027 50
1870	107,548 03	1882	284,462 72
1871	114,855 50	1883	297,928 48
1872	120,510 03	1884	312,796 62
1873	143,057 19	1885	343,347 77
1874	170,634 62	1886	362,899 34
1875	202,158 13	1887	389,290 88
1876	214,976 46	1888	414,563 58
1877	230,471 64	1889	436,684 26
1878	234,480 79	1890	461,874 87
1879	232,706 90	1891	491,890 96
1880	251,118 05	1892	531,256 87

The average cost of tuition, per year based on total number registered in public schools, was:

In 1869, \$9.52; in 1880, \$10.11; in 1892, \$13.34.

The following table shows the total expenditures and the cost per capita based upon the average number attending the schools in each year, from 1868 to 1892:

Year.	Expenditures.	Cost per Capita.	Year.	Expenditures.	Cost per Capita.
1868	\$291,201 00	\$43 96	1880	\$386,638 23	\$22 93
1869	320,644 50	44 41	1881	420,219 29	24 70
1870	303,470 77	39 09	1882	439,579 86	23 51
1871	193,980 54	27 73	1883	492,382 99	24 63
1872	209,204 61	24 37	1884	682,339 15	31 60
1873	202,166 74	22 96	1885	700,405 34	31 03
1874	387,563 50	34 70	1886	700,622 14	29 65
1875	356,096 24	27 08	1887	610,316 17	24 03
1876	410,846 36	29 20	1888	807,435 39	30 64
1877	397,780 89	26 44	1889	688,357 68	25 06
1878	402,275 62	25 67	1890	1,318,473 34	46 79
1879	381,864 96	24 34	1891	1,190,187 17	39 45
			1892	994,685 23	31 18

Average per capita cost for 25 years, \$30.21.

Statement showing amount of interest due on Bonds outstanding August 31, 1892.

Year.	May	June.	November.	December.	Total for the Year.
1892	\$10,462 50	\$13,212 50	\$23,675 00
1893	\$10,462 50	\$13,212 50	8,662 50	13,212 50	45,550 00
1894	8,662 50	13,212 50	8,662 50	13,212 50	43,750 00
1895	8,662 50	13,212 50	8,662 50	13,212 50	43,750 00
1896	8,662 50	13,212 50	6,750 00	13,212 50	41,837 50
1897	6,750 00	13,212 50	6,750 00	13,212 50	39,925 00
1898	6,750 00	13,212 50	6,750 00	13,212 50	39,925 00
1899	6,750 00	13,212 50	6,750 00	13,212 50	39,925 00
1900	6,750 00	8,937 50	6,750 00	8,937 50	31,375 00
1901	6,750 00	8,937 50	6,750 00	8,937 50	31,375 00
1902	6,750 00	8,937 50	5,000 00	20,687 50
1903	5,000 00	5,000 00	10,000 00
1904	5,000 00	5,000 00	10,000 00
1905	5,000 00	2,500 00	7,500 00
1906	2,500 00	2,500 00
					\$431,775 00

Statement showing amount and maturity of Bonds of the Cleveland City
School District outstanding August 31st, 1892.

Date of Issue.	Number of Bonds	Amt. of Issue.	Rate Per Cent.	DATE OF MATURITY.							Total Amount.
				1893 May.	1896 May.	1899 Dec.	1902 May.	1902 June.	1905 June.	1906 June.	
May 24, 1886.	344 to 508	\$165,000	4½	\$80,000	\$85,000	\$ 165,000
Dec. 15, 1889.	1 to 190	190,000	4½	\$190,000	190,000
June 1, 1890.	1 to 175	175,000	4½	\$175,000	175,000
June 1, 1891.	176 to 275	100,000	5	\$100,000	100,000
June 15, 1891.	276 to 375	100,000	5	\$100,000	100,000
May 1, 1892.	376 to 675	300,000	4½	\$300,000	300,000
				\$80,000	\$85,000	\$190,000	\$300,000	\$175,000	\$100,000	\$100,000	\$1,030,000

Statistical.

Total number enumerated between the ages of 6 and 18 years, July, 1892.

Ages.	Boys.	Girls	Total	Ages.	Boys.	Girls.	Total
6	3986	3914	7900	13	2399	2492	4891
7	3383	3278	6661	14	2753	2604	5357
8	3333	3259	6592	15	2625	2632	5257
9	3014	3034	6048	16	2747	2729	5476
10	2881	2973	5854	17	2554	2569	5123
11	2578	2651	5229	18to20	6705	6449	13154
12	2701	2723	5424	Total	41659	41307	82966

The following table shows the average daily attendance in the public schools from 1878 to 1892:

Year.	Average Atten'ce	Year.	Average Atten'ce	Year.	Average Atten'ce
1878	15714	1883	19989	1888	26355
1879	15694	1884	21591	1889	27462
1880	16866	1885	22578	1890	28175
1881	17016	1886	23595	1891	30165
1892	18698	1887	25401	1892	31910

Table showing the number of pupils enrolled at the several ages.

	1871	1881	1891	Per Cent of Gain.	
				In 10 Yrs.	In 20 Yrs.
Under 7 years of age.....	2405	4336	5795	33.7	141.0
Between 7 and 8 years.....	1502	2985	4619	54.8	207.5
Between 8 and 9 years.....	1598	2935	4511	53.7	182.3
Between 9 and 10 years.....	1453	2781	4247	52.7	192.3
Between 10 and 11 years.....	1509	2755	4151	50.7	175.1
Between 11 and 12 years.....	1280	2290	3642	59.0	189.0
Between 12 and 13 years.....	1224	2255	3711	64.6	203.2
Between 13 and 14 years.....	956	1805	3009	66.7	213.7
Between 14 and 15 years.....	610	1157	2079	79.7	240.8
Between 15 and 16 years.....	355	724	1134	56.6	219.4
Between 16 and 17 years.....	165	402	645	60.5	290.9
Between 17 and 18 years.....	87	206	372	80.6	327.6
Over 18 years.....	60	205	399	94.6	565.0
Totals	13184	24836	38314	54.3	190.6

Table showing per cent of pupils in respective grades.

	1871	1881	1891
In 1st Grade.....	35.1	24.9	27.3
2d Grade.....	15.7	15.1	13.3
3d Grade.....	12.4	15.0	15.1
4th Grade.....	13.5	13.6	13.2
5th Grade.....	9.9	10.9	10.2
6th Grade.....	6.2	6.8	7.0
7th Grade.....	3.5	4.5	5.1
8th Grade.....	1.7	4.6	3.6
High Schools.....	2.0	4.2	5.3

Table showing the number of teachers employed during the several years indicated:

	1886	1887	1888	1889	1890	1891	1892
<i>Elementary Schools.</i>							
In charge of rooms { Men.....	7	7	8	5	5	5	5
Principal's Assistants—Women.....	478	518	538	566	606	638	642
Special German { Men.....	15	15	18	19	26	27	32
Women.....	10	10	8	10	9	9	8
Special German { Men.....	26	29	34	33	35	37	35
Women.....							
<i>High Schools.</i>							
Men.....	16	17	18	19	19	22	23
Women.....	19	20	22	26	26	29	35
<i>Training School.</i>							
Principal—Woman.....	1	1	1	1	1	1	1
Assistant—Woman.....	1	1	1	1
Training Teachers—Women.....	4	4	4	5	6	6	6
<i>Supervision.</i>							
Supervisors { Men.....	2	2	3	3	3	3	3
Women.....	2	2	2	2	2	2	2
Special Teachers—Men.....	3	3	4	4	4	4	4
Whole No. of Teachers employed.....	603	627	660	691	743	784	801

HIGH SCHOOLS.

Registration, 1869-1892.

Ye'rs	Central.	West	Total	Ye'rs	Central.	West	Total
1869	176	73	249	1881	756	228	984
1870	183	69	252	1882	766	239	1005
1871	186	75	261	1883	793	270	1063
1872	216	72	288	1884	841	281	1122
1873	330	74	404	1885	895	345	1240
1874	365	118	483	1886	1008	391	1399
1875	413	152	565	1887	1076	438	1514
1876	455	165	620	1888	1163	393	1556
1877	551	162	713	1889	1227	393	1620
1878	611	142	753	1890	1301	410	1711
1879	744	211	955	1891	1460	458	1918
1880	818	257	1045	1892	1549	476	2025

The following indicates the distribution according to sex in each school in 1891 and 1892:

Central, Boys, 596. West, Boys, 173.
 " Girls, 953. " Girls, 303.

The cost per capita for instruction in the High Schools in 1891 and 1892 was \$31 64.

Of the whole number registered in the public schools in the several years named

2.23% were in the High School in 1869.
 2.75% " " " 1874.
 4.20% " " " 1879.
 3.65% " " " 1884.
 4.54% " " " 1889.
 5.10% " " " 1892.

The following shows the per cent. of each department, based on total enrollment:

	1869	1880	1892
Per cent. in High School Dep't,	2.23	4.61	5.10
“ “ Grammar “	22.11	23.33	24.09
“ “ Primary “	75.66	69.06	70.79

GERMAN.

The number of children of German parents taking German in 1892,	9819
The number of children of English parents taking German in 1892,	4487
The total number of children studying Ger- man in 1892,	14306

Location of school buildings, value and date of erection.

	Value.	Date of Erection.
<i>Board of Education:—</i>		
<i>Training School:—</i>	Headquarters, Public Library B'ld'g, Euclid Ave.	1856
<i>Central High:—</i>	Eagle Street.....	1855
<i>West High:—</i>	Willson Avenue, near Cedar.....	1877
	Randall, corner of Bridge.....	1883
<i>Cent. Manual Training:—</i>	Willson, near Cedar.....	1,000 00
<i>West Manual Training:—</i>	Clinton, corner of State.....	50,000 00
<i>Alabama:—</i>	Alabama Street, corner of St. Clair.....	36,640 00
<i>Bolton:—</i>	Bolton Avenue, near Cedar Avenue.....	66,200 00
<i>Broadway:—</i>	Broadway, corner Worley Street.....	56,660 00
<i>Brownell:—</i>	Brownell Street, between Sumner and Ohio Sts...	107,949 00
<i>Buhrer:—</i>	Buhrer Avenue, between Scranton and Jennings.	35,177 00
<i>Case:—</i>	Case Avenue, corner of Cooper Street.....	74,815 00
<i>Clark:—</i>	Clark Avenue, corner of Hamburg Street.....	44,768 00
<i>Crawford:—</i>	Crawford Road, corner of Ansel.....	2,290 00
<i>Detroit:—</i>	Detroit Street, corner of St. Paul.....	64,800 00
<i>Dike:—</i>	Dike Street, between Outhwaite and Scovill Ave.	33,084 00
<i>Dunham:—</i>	Dunham Avenue, corner Lexington.....	34,209 00
<i>Fairmount:—</i>	Fairmount, near Euclid Avenue.....	71,549 00
<i>Fowler:—</i>	Fowler Street, bet. Hector and Cowan Streets.....	71,121 00
<i>Garden:—</i>	Garden Street, corner Ashland Avenue.....	13,932 00
<i>Giddings:—</i>	Giddings Avenue, south of Cedar.....	74,912 00
<i>Gordon:—</i>	Gordon Avenue, south of Lorain.....	66,892 00

Location of school buildings, value and date of erection.

	Value.	Date of Erection.
<i>Hicks:</i> —	\$ 42,058 00	annex 1884
<i>Hough:</i> —	48,757 00	1887
<i>Huck:</i> —	45,342 00	1884
<i>Independence:</i> —	2,616 00	1871
<i>Kentucky:</i> —	66,536 00	annex 1891
<i>Kinsman:</i> —	45,321 00	1884
<i>Lincoln:</i> —	34,544 00	1883
<i>Madison:</i> —	75,400 00	1889
<i>Marion:</i> —	38,537 00	1882
<i>Mayflower:</i> —	79,443 00	1854
<i>Meyer:</i> —	8,410 00	1870
<i>Miles:</i> —	2,366 00	
<i>Miles Park:</i> —	62,958 00	1890
<i>Orchard:</i> —	78,725 00	1869
<i>Outhwaite:</i> —	80,224 00	1874
<i>Prospect:</i> —	30,495 00	1840
<i>Ridge:</i> —	1,591 00	1859
<i>Rockwell:</i> —	111,496 00	1869
<i>Sackett:</i> —	72,000 00	1892
<i>Scranton:</i> —	72,254 00	1888
<i>Sibley:</i> —	47,356 00	1884
<i>South:</i> —	7,935 00	

Location of school buildings, value and date of erection.

	Value.	Date of Erection.
<i>South Case</i> :— Case Avenue, corner of Central Avenue.....	\$ 118,404 00	1890
<i>Stanard</i> :— Stanard Street, near Willson.....	46,338 00	1884
<i>St. Clair</i> :— St. Clair Street, between Dodge and N. Perry....	101,946 00	1869
<i>Sterling</i> :— Sterling Avenue, between Cedar Ave. and Sibley.	91,582 00	1869
<i>Tremont</i> :— Tremont Street, intersection of Pelton.....	114,753 00	1873
<i>Union</i> :— Union Street, near Gallup.....	44,764 00	1884
<i>Walton</i> :— Walton Avenue, corner Rhodes.....	56,918 00	1878
<i>Waring</i> :— Waring Street, near Payne Avenue.....	56,864 00	1884
<i>Warren</i> :— Warren Street, near Dille Street.....	78,971 00	1892
<i>Waverly</i> :— Waverly St., between Bridge and Lorain Sts.....	44,373 00	1884
<i>Woodland</i> :— South Woodland Avenue, near Woodland Hills.	63,476 00	1892
<i>Woodland Hills</i> :— Woodland Hills Avenue, corner of Union Street..	31,185 00	1884
<i>Boys—East</i> :— Harper Street, near Central Avenue.....	7,325 00	1870
<i>Boys—South</i> :— Old Charter Oak Building, Broadway, nr. Union.	5,270 00	1854
<i>Boys—West</i> :— Wade, corner of Mill.....	843,496 00	
Value of land.....	2,128,428 00	
Cost of furniture.....	166,360 00	
“ “ heating apparatus.....	263,875 00	
Total value of school property.....	\$3,402,159 00	
Total seating capacity 48,468.		

Historical.

About the beginning of the present century, Cleveland was founded by settlers from Connecticut. There is a tradition that as soon as three families had established themselves, they set up a school for their five children. The earliest school of which there is any record was a private school kept by a Mr. Chapman in 1814. Not until 1836 was there any system of public instruction adopted in Cleveland; previous to that year the schools were almost wholly supported by private enterprise.

In 1817 the village of Cleveland purchased a small school house previously erected by some of the citizens, which was the first school house owned by Cleveland, and was located near the corner of St. Clair and Bank streets, but the schools kept in it were not free, except to a few who were too poor to pay tuition.

A Sunday school was organized in the old Bethel Church in 1833; it was a mission or ragged school. The children however were found to be so ignorant that the time of the teachers was spent in teaching them to read. To remedy this difficulty and to aid the Sunday school, a day school was started; it was a charity school to which only the children of the very poorest people were sent.

In June 1836 the city assumed charge of this, the first public school of Cleveland,

and a school tax was levied and collected for its support. 229 children received instruction during the first quarter, and the total expense of maintaining the school for the first term was \$131.12. This was the small beginning of the Cleveland public school system.

In October of the same year the City Council appointed John W. Willey, Anson Haydon and Daniel Worley as the first Board of School Managers, and until 1859 the schools were operated under the direction of a Board of Managers appointed by the City Council.

On July 7th, 1837, an ordinance was passed by the City Council, providing for the establishment and maintenance of common schools, and levying a tax for school purposes of one-half of a mill. At this time female teachers were paid five dollars per week and male teachers forty dollars per month, and school books were furnished at wholesale prices to the pupils.

An event of much importance in the history of the Cleveland schools, was the purchase of two lots and the erection of two brick school houses thereon in 1840. One of these school houses was on Rockwell street and the other on Prospect street; both lots are yet owned by the Board of Education, and the building on Prospect street is now used as a school house. These were the first school buildings erected by the city.

In 1841 the City Council, by ordinance, established the office of Acting Manager of the Public Schools. This officer was Secretary of the Board of Managers. It was his

duty to provide fuel, make repairs, furnish supplies, etc. His duties were finally extended to an oversight of the schools—differing in this respect but little from those of a superintendent.

The list of Acting Managers is as follows:

Chas. Bradburn.....1841 to 1848.
 Geo. Willey.....1848 to 1852.
 James Fitch.....1852 to 1853.

In 1852 the City Council established the office of Superintendent of Instruction. The following is a list of Superintendents:

Andrew Freese.....1853 to 1860.
 Luther M. Oviatt.....1861 to 1862.
 Anson Smythe.....1863 to 1866.
 Andrew J. Rickoff... ..1867 to 1882.
 B. A. Hindsdale.....1882 to 1886.
 L. W. Day.....1886 to 1892.
 Andrew S. Draper.....1892 to date.

When Mr. Andrew Freese was elected to the position of Superintendent of Instruction in 1853, he recommended to the Board, among other things, a plan for concentrating the grammar school classes, whereby two or three schools of the grammar grades were to be discontinued. The residents of the districts from which it was proposed to send these classes remonstrated, and so effectually that they succeeded in preventing the reform. To quote from Mr. Freese: "They had much to say of *their* wards, *their* districts and *their* rights to a full grown school." This is the first record of the taxpayers watchful supervision of the management of the public schools—but it is not the last.

On July 13th, 1846, basement rooms were rented in the church on Prospect street,

now occupied by the Homœopathic Medical College, and the Central High School was started with thirty-four boys in attendance. Mr. Andrew Freese was appointed principal. The expense of operating the High School for the first four or five years was about \$900.00 per annum. The West High School was established in 1854.

Music was introduced as a branch of instruction in 1846, and drawing has been taught as a regular exercise since 1849.

From 1836 to 1859 the schools were under the control of a committee appointed by the City Council, and known as the Board of Managers.

From 1859 to 1892 the schools have been managed by a Board of Education elected by the people. The number and districts from which they were elected being changed from time to time.

Prior to 1868 the Board was so restricted in authority as to make it practically a body without power; a mere committee having the right to recommend measures to the City Council, but without authority to enforce them. Though held responsible for the management of the public schools, it could not expend a sum to exceed fifty dollars without obtaining the consent of the Council. In 1868 the Legislature gave the Board of Education the entire control of all money raised for school purposes.

On March 8th, 1892, the General Assembly passed an act providing for the reorganization of the Board of Education of Cleveland. Under this act all legislative authority is vested in a School Council of seven members elected at large, and all

executive authority is vested in a School Director elected by popular vote of the city district. The School Director appoints all subordinates but the teaching force, the members of which are appointed and are removable by the Superintendent of Instruction.

The Superintendent of Instruction is appointed by the School Director, and may be removed by him for cause.

The City Auditor, City Treasurer and Corporation Counsel are, under the provisions of this act, the Auditor, Treasurer and Solicitor for the Board of Education.

On the 17th day of March, 1893, the General Assembly, at the request of the Board of Education, passed an act establishing a Sinking Fund to provide for the bonded indebtedness of the Board then outstanding. In accordance with the provisions of this act. Messrs. S. W. Sessions, Myron T. Herrick, Albert L. Withington, William F. Carr and William J. Morgan were appointed Sinking Fund Commissioners. They serve without compensation, and can only be removed for cause.

THE PUBLIC SCHOOL LIBRARY.

Nearly all of the schools of the city were, at an early day, furnished with small libraries. They were procured through private donations and the efforts of teachers and pupils. In 1853 the General Assembly provided for the establishment of our present Public School Library, and in 1867 the Board of Education procured an enactment from the General Assembly, authorizing the levy of a municipal tax for library purposes.

Until 1867 the library occupied a room in the Central High School building. Subsequently it was transferred at various times to No. 236 Superior street, to No. 212 Superior street, to the City Hall, and finally to its present location in the Headquarters building at No. 190 Euclid avenue.

Rules

For the Government of the School Council.

ORGANIZATION.

RULE 1. On the third Monday in April of each year the Council shall elect a President and Clerk.

DUTIES OF THE PRESIDENT.

RULE 2. It shall be the duty of the President to preside over all sessions of the Council, to maintain order, to enforce the rules and to appoint all committees, unless their appointment is otherwise provided for.

RULE 3. He shall see that due notice is given to the Council of all requirements of the laws enacted by the General Assembly of the State of Ohio for the establishment and regulation of the schools of the City of Cleveland, and shall perform such other duties as may by custom by law, or by the rules of this Council, devolve upon him.

RULE 4.—PRESIDENT PRO TEM.—In the absence of the President from any meeting the Council shall choose a President *pro tem.*, to be elected as follows: The Clerk shall ask for nominations, and upon a *viva voce* vote the member receiving a majority of the votes given shall be declared chosen as the presiding officer for that meeting.

On the appearance of the President the President *pro tem.* shall vacate the chair.

MEETINGS OF THE SCHOOL COUNCIL.

RULE 5. — REGULAR MEETINGS. — The Council shall hold regular sessions on the first and third Mondays of each month, commencing at 7:30 P.M.

RULE 6.—SPECIAL MEETINGS. — Special meetings may be held at any time by the call of the President or any three members of the Council, provided that due notice thereof be given to all the members at least twenty-four hours before the meeting. All meetings of the Council shall be open to the public.

QUORUM.

RULE 7. A majority of all the members shall constitute a quorum for the transaction of business, but a less number may vote to send for absent members, call the roll, record the names of absentees, and adjourn.

RULES OF BUSINESS.

RULE 8.—ORDER OF BUSINESS.—At all regular meetings after the calling of the roll and reading and disposing of the minutes of the previous meeting and reading of the docket, the order of business shall be as follows :

1. Communications and Petitions.
2. Unfinished Business.
3. Report of the Committees.
4. New and Miscellaneous Business.

PARLIAMENTARY RULES.

RULE 9. For the general transaction of business the ordinary parliamentary rules shall be observed by the members and enforced by the President; and in case any disputed question shall arise, Cushing's Manual shall be taken as authority.

PRECEDENCE OF SUBSIDIARY QUESTIONS.

RULE 10. While a question is pending no motion shall be received but to adjourn, to lay on the table, for the previous question, to postpone to a certain day, to commit to a special committee, to amend, which several questions shall have precedence in the order in which they are arranged, and the first three of which shall not be debatable.

THE PRESIDENT TO HAVE A VOTE.

RULE 11. The President shall have a vote upon all questions, and whenever the vote shall be a tie the motion pending shall be considered lost. He may take part in the debate, but not without leaving the chair. On questions of order he may state facts and give his opinion without leaving the chair.

APPEALS.

RULE 12. Any one member may appeal from the decision of the chair, or call the ayes and nays.

NO QUESTION TO BE RAISED A SECOND TIME, ETC. MOTION TO RECONSIDER.

RULE 13. No question decided by the

Council shall be raised again till after the next annual election of officers, unless leave to introduce the same be granted by a vote of two-thirds of all the members of the Council, but this rule shall not be so construed as to prevent a motion to reconsider, provided said motion be made during the same session, or at the next regular meeting succeeding the one at which the original action was taken.

RULES FOR SPEAKING.

RULE 14. No member shall speak longer than five minutes at any one time, nor more than once upon the same question at any one meeting, until all other members shall have an opportunity to speak upon the same, unless by leave of a majority of the members present; nor shall he speak more than twice upon the same question, except by leave of the majority of members present.

RULE 15. — Every member must vote upon every question on which the roll is called unless excused by the chair. Should there be any objection, however, to such excuse, he shall be compelled to vote unless excused by a vote of a majority of the members present.

RULE 16. No member shall leave a meeting unless excused by the chair. Failing to obtain such consent, he may, nevertheless, be excused on a motion by a vote of a majority of members present.

RULE 17. In event of a breach of decorum the course to be pursued shall be that laid down in Cushing's Manual.

COMMUNICATIONS.

RULE 18. No communication from parties other than members or officers of the Board shall be received except in writing, unless by special permission of a majority of all the members.

SUSPENSION OF RULES.

RULE 19. In case of emergency the rules for the regulation of the proceedings of the Council may be suspended by a vote of the majority of the Council and the vote upon such suspension shall be by yeas and nays and be entered upon the journal.

AMENDMENTS.

RULE 20. Any addition or amendment of the rules of the Council, or the regulations enacted for its government, shall be presented in writing at a regular meeting and lie over at least two weeks from the time of its introduction.

RULES OR RESOLUTIONS AS AMENDED TO
BE SUBSTITUTED FOR THE ORIGINAL
RULES OR RESOLUTIONS.

RULE 21. Whenever any one of the rules or resolutions of the School Council or any section of any resolution shall be amended, the original rule, resolution or section shall be thereby repealed, and the amended rule, resolution or section be put in its place.

General Regulations

Adopted by the School Council

FOR THE

GOVERNMENT OF THE SCHOOLS.

SECTION 1. TERMS AND VACATIONS.—The first term of the school year shall begin on the second Monday of September and continue until Friday before Christmas. The second term shall begin on the first Monday of January, unless said Monday be the first or second day of the month, in which case the vacation shall continue until the following Tuesday, when the schools shall resume and continue long enough to make a term of twelve school weeks. The third term shall begin after a vacation of one week, and shall continue long enough to complete a school year of thirty-eight weeks.

SEC. 2. HOLIDAYS.—The annual Thanksgiving day, with the following Friday, Washington's birthday and Decoration day, shall be the established holidays of the schools.

SEC. 3. LIBRARY DAY.—The day before Thanksgiving shall be known as Library day, at which time exercises suitable to the occasion may be held in all the schools and donations of money or books for libraries in the schools may be received.

SEC. 4. ARBOR DAY.—The day set apart by the proclamation of the governor of the

State of Ohio as Arbor day, shall be observed in all the schools with brief exercises appropriate to the occasion.

SEC. 5. SCHOOL HOURS.—The hours of daily sessions of the school shall be for the Training, Central and West High, and the unclassified schools, from 8:30 A.M. to 1:30 P.M., with a recess from 11:30 A.M. to 12 M.; for all other schools from 8:30 A.M. to 11:30 A.M., and from 1:30 to 3:30 o'clock P.M., except from the first Monday in November to the first Monday in February, the hours of school in the afternoon shall be from 1 to 3 o'clock. The time of recess will be determined by the Superintendent of Instruction.

SEC. 6. DISMISSIONS.—No dismissions of the schools at other times than hereinafter provided for shall be permitted, on any pretext whatsoever, except on the order of the Superintendent, given for causes concerning the best interests of the school or of the schools dismissed.

SEC. 7. Whenever in the judgment of the Superintendent, the crowded condition of the schools renders it necessary, half-day schools may be temporarily organized.

SEC. 8. DISMISSION OF FIRST GRADE CLASSES, ETC.—The first grade classes may be dismissed at recess in the morning for the remainder of the session.

SEC. 9. TRANSFER OF SMALL CLASSES.—The Superintendent is authorized temporarily to transfer the pupils of classes composed of less than five in number to such other schools as shall be deemed by him for the best interest of all concerned; provided that no such transfer shall be made as will in any way diminish the grade or efficiency of said school.

SEC. 10. TEXT BOOKS TO BE UNIFORM.—The studies prescribed and the text-books used shall be only such as are prescribed by the Board of Education. Each pupil shall possess the required books, or after due notice to his parents or guardians, be denied admission to school.

SEC. 11. THE CLERK SHALL PROVIDE INDIGENT PUPILS WITH BOOKS.—When parents or guardians are unable to furnish the necessary books for their children or wards attending school, the Clerk of the Board shall furnish the same on the requisition of the principal of the building, made in accordance with the requirements of a blank form prepared by the Clerk for the purpose. The principal shall keep an accurate account of all books thus ordered and furnished, and shall at the close of each year collect and carefully store all such books, and shall furnish the Clerk with a certified invoice of same according to blanks furnished by him for the purpose. Indigent pupils withdrawing from school shall be required to deposit their books with the teacher at time of withdrawal.

SEC. 12. NAMES OF BUILDINGS.—Each of the school buildings shall be known to the Board by the name of the principal street on which said building is located.

HIGH SCHOOLS.

SEC. 13. EXCUSES FROM STUDY.—Applications for excuses from branches of study in the high schools may be granted without reference to the Board, by the Superintendent of Instruction, but no pupil shall receive a diploma of any course until after

satisfactory completion of all the studies of such course.

SEC. 14. The commencement exercises of the High Schools shall be held on the last Friday evening of each school year.

Twelve pupils shall be selected from the two schools, to appear at such commencement, the number from each school to bear the same proportion to the whole number to appear that the senior class of each school bears to the whole number of both senior classes.

The first pupil selected from each school shall be the one having the highest average in general scholarship during the whole course. The members of each senior class shall select from their respective class one-fourth of the number to appear, all pupils who recite with the class for six months previous being entitled to vote in this selection. The remainder of those to appear from each school shall be selected by the faculty of said school, regard being had to scholarship, literary ability and oratorical skill.

EVENING SCHOOLS.

SEC. 15. The evening schools shall be opened each year on or about October 15, and closed on or about the 1st day of June.

SEC. 16. The evening schools shall be established and conducted in all school districts whenever in the judgment of the Superintendent of Instruction it will be advisable and practicable to do so; provided, that whenever the average attendance for one week fall below fifteen in any school, the school shall be immediately closed.

SEC. 17. No person shall be admitted as a pupil under fourteen years of age (Sec. 4022-1 *et seq.*) unless he shall have a compulsory education permit from the Superintendent of Instruction, and no person over twenty-one years of age (Sec. 4013), unless such persons pay a tuition fee of 10 cents per term.

SEC. 18. The said schools shall be kept open between the hours of 7 and 9 P.M. on regular school days, and the teachers in such schools shall enter upon the register the name, age, residence and occupation of all pupils.

SEC. 19. The course of study in said schools shall be directed by the Superintendent of Instruction, and said schools shall be supervised by the regular Supervisors detailed by the Superintendent for that work, and all teachers and pupils of evening schools are to be governed by the same rules as govern day schools so far as practicable.

DISTRICTS.

SEC. 20. PUPILS TO ATTEND IN THEIR OWN DISTRICTS.—No pupil shall be allowed to enter or remain in any school out of his or her district, except by special permission of the Superintendent of Instruction. Transfers shall not be granted because of supposed differences in the character of the schools or of individual pupils of the schools in question. The only grounds upon which transfers may be issued shall be the convenience of the schools and the fact that the child is very young, or is physically disabled so that it can attend in another district more

easily or safely than in the district in which its parents or guardians reside. No transfer shall be made or recognized except there be accommodations in the grade or school to which the transfer may be made or given. In case of removal from one School District to another within any school year, parents shall have the privilege of continuing their children to the end of the current year in the school which they may have attended at the time of removal without formal transfer.

SEC. 21. NON-RESIDENT PUPILS.—None but children, wards, or apprentices of residents of the City of Cleveland, or territory annexed for school purposes, shall be allowed to attend the schools free; but other persons within the school age, on the payment of tuition fees prescribed by the School Council, may be admitted whenever the Superintendent of Instruction is satisfied that such admission will not occasion inconvenience to resident pupils.

SEC. 22. Tuition charges for children of non-residents who are not taxpayers on property within the limits of the City of Cleveland, shall be, in the Training and High Schools, \$1 a week; in all schools of lower grades, 50 cents a week, payable by the term in advance. Non-residents who pay taxes on property in the city shall be charged in each case the difference, if any, between the part of such taxes which goes into the school fund and the tuition charges as aforesaid.

SEC. 23. At the beginning of each term the principal of each school shall report to the School Director, on blanks furnished

by him, the names, residences, and the names of parents of all children of non-resident parents attending their schools, and upon notice from the School Director that any of such children have failed to pay the tuition herein provided for, they shall be immediately excluded from the school, and shall not be permitted to re-enter the school except upon presentation to the principal by the pupil of the Treasurer's receipt for said tuition.

SEC. 24. VACCINATION, CONTAGIOUS DISEASES.—No teacher or pupil shall attend any school without furnishing a satisfactory certificate that he or she has been successfully vaccinated, or otherwise protected from the smallpox, and no pupil affected with smallpox, scarlet fever or diphtheria, or other contagious diseases, or directly exposed to the same, shall be allowed to attend the public schools till all danger shall have passed, as certified by the Health Officer.

SEC. 25. RULES OF SUPERINTENDENT OF INSTRUCTION.—Evening schools, Boys' schools, and schools for the teaching of German, the Manual and Domestic Training Schools, together with all the officers, teachers, clerks and other employes of the Department of Instruction, shall be governed by rules and regulations made by the Superintendent of Instruction.

RULES OF THE SCHOOL DIRECTOR.—The officers, clerks, janitors, carpenters and all other employes of the Executive Department, shall be governed by the rules made by the School Director, and all of the aforesaid rules are hereby approved.

SEC. 26. INCREASE OF SALARIES.—The salary of no officer, teacher or janitor shall be increased or diminished, either directly or indirectly, during the time for which he or she may have been employed, except in case the Board requires other services than, and in addition to those for which the party was appointed; nor in any such case, unless the compensation for said extra service be fixed at the time of the action of the Board requiring the same.

SALARIES OF TEACHERS.—The salaries of the teachers for the next school year shall be fixed by resolution of the School Council prior to the first of June in each year, and will not be changed in the course of the ensuing year unless the nature of the employment shall be necessarily changed. Salaries which are determined upon the basis of experience, will be so determined at the time the first monthly pay roll is made up after the opening of the schools in September, and shall not be changed during the year. If substitutes perform the duties of teachers in their absence, either on account of sickness or on leave of the Superintendent, such substitutes shall be paid upon the basis of the experience of such substitute, provided the *per diem* allowance does not exceed that paid the regular teacher. In such cases the amount paid the substitute, and that only, shall be deducted from the salary of the regular teacher. But teachers who are absent more than twenty consecutive school days shall be paid nothing for the time in excess of twenty days.

CLERK.

SEC. 27. DUTIES OF THE CLERK.—It shall be the duty of the Clerk of the Board to attend all sessions of the Council, to keep an accurate record of the proceedings of such sessions in a book kept for that purpose, and index the same. The index shall contain the following headings:

1. Petitions.
2. Claims.
3. Reports.
4. Communications.
5. Resolutions.
6. Miscellaneous Matter.

He shall also receive, open and properly dispose of all communications addressed to the Board of Education or School Council, and shall have charge of the bonds of the Director, Auditor, and Treasurer, and preserve the same as required by law.

SEC. 28.—He shall keep a record of all supplies for indigent pupils, shall supply each principal with printed requisitions to be sent to parents or guardians, and no book shall be issued unless protection and return is first guaranteed by the parent or guardian. These requisitions shall be left on file with the principal, who shall see that the books are returned if the pupil leaves school before the end of the term, and shall get the books at the end of the term. He shall also supply the principals with requisitions to be made upon himself, but the principals shall make no requisitions for books for which they have not first received parent's or guardian's guarantee. He shall send to the principals, within two days after receiving such requisitions.

tion, the supplies asked for, and at the end of each school year he shall collect the books from each school as per the requisitions made upon himself, and charge up to each school any shortage which may occur.

SEC. 29. NOTICE OF SPECIAL MEETINGS.—It shall be the duty of the Clerk to notify members of the Board of special meetings called according to the rules.

SEC. 30. BUSINESS RECORDS.—He shall keep a regular docket, and place upon the same all reports due at certain periods, pursuant to the rules and regulations of the School Council. He shall likewise place upon the docket all resolutions, reports, applications and communications which are referred to committees or officers, whether such references are made with or without instruction for reporting an opinion, for action, or with power to act; and he shall keep all such matters standing upon the docket until the same are disposed of by report and action of the Council, or by default, and which shall be read in connection with the minutes of the previous meeting.

SEC. 31. PAY-ROLLS.—It shall be the duty of the Clerk to prepare all pay-rolls upon the data and information furnished him by the School Director and the Superintendent of Instruction, and subject to the supervision and approval of the said Director, Superintendent and the President of the School Council, and he shall be present and assist in the payment of all employes of the Board of Education.

SEC. 32. NOTICE TO COMMITTEES.—The Clerk shall, when any application, resolution, proposition or other business has been re-

ferred to a committee, within a reasonable time thereafter, notify the chairman of such committee in writing of such reference, furnishing him with an extract of the subject thereof, and with such books, maps, plans and documents in the possession of the Board as such reference may require.

SEC. 33. COMMITTEE MEETINGS.—The Clerk shall call committees together when requested to do so by their respective chairman; but in case the chairman refuses or neglects, then, at the request of the balance of the committee, he shall call a meeting of the committee, and a majority of the committee shall constitute a quorum for the transaction of business, but no business shall be transacted without notification to each member, except when requested by the Council.

SEC. 34. COPIES OF RESOLUTIONS, ETC.—The Clerk shall furnish all officers or employes of the Board, and all other persons directly interested, copies of all resolutions immediately after their adoption by the Council.

SEC. 35. ENUMERATION.—He shall, in accordance with the revised statutes of Ohio, annually cause to be taken an enumeration of the unmarried youth between the ages of six and twenty-one years residing in the several wards or school districts of the city; and on or before the second Monday of October certify the same to the Auditor of Cuyahoga County, according to the full requirements of said law.

SEC. 36. OFFICE HOURS.—He shall devote himself exclusively to the duties of his

office as prescribed by law, as herein provided, or may hereafter be imposed by the Council, and shall keep his office open, and be present thereat, from 7:30 A. M. to 11:30 A. M., and from 1 P. M. to 5:30 P. M.

-Regulations

Of Department of Instruction.

Cleveland Public Schools.
Office of Superintendent of Instruction. }
CLEVELAND, O., March 15, 1893. }

For the guidance of all persons connected with the Department of Instruction of the Cleveland public schools, the following regulations are prescribed:

OFFICERS.

1. ASSISTANT SUPERINTENDENT. — The Assistant Superintendent will have general oversight of the entire work, under the direction of the Superintendent. He will visit schools as frequently as practicable, observe the work of the teachers and note the surrounding conditions and circumstances. In conformity with the general policy of the Superintendent's office, he will make such suggestions to principals and teachers as he may deem advisable; he will have special supervision of the evening schools when in operation; in the temporary absence of the Superintendent, he will have charge of the office, and will act for the Superintendent in all ordinary matters, or any unusual matter requiring immediate determination.

2. SUPERVISORS.—The Supervisors will have special charge of methods of instruction and of discipline. Prior to the opening of the schools in September they will see that pupils are properly classified in grades and schools organized with a suitable number of pupils in each, and

from time to time will report to the Superintendent any changes in organization which may seem to them desirable. While the schools are in session, the Supervisors will visit the schools frequently and have oversight of instruction and discipline. Beyond this, each Supervisor will at the opening of each school year, be assigned to the special charge of particular grades of schools or branches of work, and within the scope of such assignment the Supervisors so assigned will be held primarily responsible for the success of the teacher in managing the school and for the quality of the work performed. Principals will not be held responsible for correct methods of instruction throughout their buildings and will not undertake to direct the same, but will be expected to have general knowledge of the work of each teacher and to communicate information to the Supervisor in charge, who will advise with, assist and direct the teacher, as may be necessary. In any case where a teacher may be seriously delinquent, unable to completely manage the school or efficiently instruct it, the matter will be reported to the Superintendent. In any aggravated case of delinquency where immediate action seems imperative, the Supervisor may suspend the teacher from duty and direct her to report to the Superintendent.

3. SUPERINTENDENT'S CLERK.--The Superintendent's clerk will have general charge of the office, will attend to the correspondence, see that all reports are promptly presented and records properly

kept, and that all necessary blanks and office supplies are in readiness for, and are distributed to, the principals and teachers.

4. THE TRUANT OFFICER.—All teachers will report to the Truant officer as required by him, and he will investigate all cases of truancy and non-attendance that may come to his notice; he will keep a daily diary, in a book prepared for that purpose, and also a register, in which the name, age, school, etc., also the name and address of parent or guardian of the delinquent will appear, with the weekly school attendance and final disposition of same; he will make a monthly report of work accomplished, to the School Director, and a yearly schedule to the Superintendent, at the close of the school year; he will yield ready response to all requests of the School Director and the Superintendent of Instruction, respect the requests of principals and teachers in matters of truancy and non-attendance, and prosecute the duties of the office with fidelity, to the end that all children shall be given the educational advantages to which they are entitled under the law.

SPECIAL TEACHERS.

5. The Special teachers of music, drawing, penmanship and physical culture will visit regularly and impartially all of the school rooms in the city. At the time of their visits the teachers in charge of the rooms visited will remain and engage in the work done. Each special teacher will on the first day of each month prepare a time table showing the times and places of visits during the ensuing month and de-

liver a copy to the Superintendent and to the principal of each building to be visited during the month.

TEACHERS.

6. REAPPOINTMENTS.—Teachers who are already employed will be continued except for cause, and those whose services it is deemed advisable to continue will be so notified before the close of the schools in June, and requested to file an acceptance of reappointment. A failure to file such acceptance for more than ten days will be deemed equivalent to a declination.

7. NEW APPOINTMENTS. — Additional teachers will be appointed when necessary. Vacancies in the High Schools will be filled by the appointment of teachers of the highest competency and the best special adaptation to the particular work to be performed, whose services are available.

In making appointments in the elementary schools, it will be the aim to secure the services of some persons of experience and proved competence who have been notably successful as teachers in other places. Aside from such persons, and in choosing among beginners, preference will be given to the graduates of the Cleveland High Schools who, in addition to their course of academic instruction, have been specially and professionally trained for this service in the Cleveland Normal Training School. No person will be appointed without specially successful experience as a teacher, or who has not completed an academic course of study equivalent to that provided at the

Cleveland High Schools, and in addition thereto, a professional course equivalent to that at the Normal Training School, unless the demand exceeds the supply.

8. ASSIGNMENTS TO POSITIONS.—The appointment of a teacher will not constitute an assignment to any particular position. Such assignment to position will ordinarily be announced at a general teachers' meeting to be held prior to the opening of the schools, but the Superintendent will make reassignments whenever it may appear to be to the interests of the schools.

9. PRINCIPALS OF BUILDINGS.—The principals of the several buildings will exercise a general care of their buildings and a general oversight of the schools. They will keep themselves informed as to all details in their respective buildings, and will see that the regulations and all of the directions of superior officers, given to or through them, are promptly and fully complied with. They will aid all teachers with suggestions and advice where practicable, being careful not to humiliate them, and will report to the Superintendent or his assistants any unbecoming conduct or any improper or inefficient work to which, in the interests of the schools, the attention of the Superintendent's office should be called.

10. ATTENDANCE OF TEACHERS.—Teachers will be in attendance at their respective schoolrooms and ready for the reception of pupils at least twenty minutes before 8:30 o'clock in the morning, and at least fifteen minutes before the time for opening

schools in the afternoon, and will vacate their rooms not later than forty-five minutes after the close of the afternoon session. They will report monthly, as called for by personal report blanks, any absence or tardiness on their part, with the cause of the same clearly stated.

II. **TEACHERS' MEETINGS.**—A schedule of teachers' meetings for the year will be announced soon after the opening of the schools in September. There will be five general meetings, and as many more for each grade within the year. These will be in charge of the Superintendent, the Assistant Superintendent, or one of the Supervisors. Meetings of the High School faculties, and of the teachers in any other building, will be called by the respective principals. A meeting for instruction by the special teachers will be held each Saturday morning. The special teachers in physical training may call meetings of the teachers in any one school building for not more than forty-five minutes at the close of school, on any afternoon which is not occupied by a meeting called by the Superintendent or Supervisor. Special meetings may be called at any time. Teachers will attend all meetings to which they are called, and be careful not to disturb the meeting by being late. Absence will be reported and no excuse will be allowed, except such as would justify absence from a regular sessions of the school.

12. **CORRECT HABITS.**—It shall be a duty of the first importance on the part of teachers to be models in personal appearance and in conduct, for the pupils under

their care. They are especially enjoined to avail themselves of every opportunity to inculcate the observance of neatness, promptness, politeness, cheerfulness, truthfulness, patriotism, and all the virtues which contribute to the effectiveness of the schools, the good order of society, and the safety of our American citizenship.

13. PROFESSIONAL STUDY.—It is expected that every teacher in the Cleveland schools will be constant students of the science and art of education through the use of the pedagogical as well as other departments of the public library and the standard periodicals of the day as found in the teachers' reading-room. All opportunities for special or general culture which this growing city affords should be eagerly and conscientiously employed to the furtherance of this end.

14. VISITS TO OTHER SCHOOLS.—Principals and teachers will be allowed one day or more, at the discretion of the Supervisor, in each school year to visit other schools of the city, in order to observe the modes of instruction and discipline therein pursued. Applications for visiting days will be made to the Supervisors.

15. ASSIGNMENT OF WORK, TIME SCHEDULE, RECESSES, ETC.—At the opening of the schools in September, the Superintendent will publish a course of study for the different grades and the amount of time to be occupied by each branch of study. At the opening of each year each teacher will make and forward to the Superintendent a programme of exercises for each day, and a copy of the same will be posted on her

schoolroom door. There will be a morning recess commencing at 10:15 o'clock and ending at 10:30 o'clock, and an afternoon rest of five minutes commencing at the end of the first hour of the session. While all teachers are expected, within the lines laid down by the Superintendent's office, to exercise their own judgment and ingenuity and power of originality as to the methods and devices for carrying on the work, they should not eliminate from the work assigned to their grades, or deviate from the schedule of time prepared for them.

16. APPLICATIONS TO SUPERINTENDENT.—All applications to the Superintendent by teachers will be made in writing, or in person between the hours of 3:30 and 5:00 P.M. on school days, and between 8:30 and 11:30 o'clock A.M. on Saturdays, at the Superintendent's office.

17. AGENTS, LECTURERS, ADVERTISEMENTS, ETC.—No teacher will permit time to be occupied in or about the school building, whether during school hours or not, by agents, lecturers, exhibitors or any other person having a commercial end in view, and no advertisements will be distributed through the schools.

18. COLLECTIONS.—No collections of money or goods will be permitted in the schools except upon the special permission of the Board of Education.

19. RECORDS AND REPORTS.—Unusual care will be exercised by all principals and teachers to keep all records with scrupulous fidelity and to make reports with completeness and absolute punctuality.

Any special directions or requests for information from the Superintendent's office will be at once complied with. No ordinary excuses will be received for failures in this connection.

20. MARRIAGE.—The marriage of a lady teacher will operate as a resignation of her position.

21. ABSENCE. — Temporary absence of teachers on account of sickness will be excused, provided notice thereof is communicated to the principal and to the Superintendent's office in time to provide a substitute and prevent any embarrassment to the school. For any other cause than sickness, leave of absence must be first obtained; leave of absence will not be granted for any long period of time, but absence for study or foreign travel will be encouraged, and when the teacher desires to return, such preference as is practicable will be given on account thereof.

22. WARMING AND VENTILATING ROOMS. — Teachers will pay careful attention to the warming and ventilating of school rooms. The utmost care will be taken that the children are not allowed to sit in currents of cold air. At recess teachers will see that a proper supply of fresh air is admitted to the room. The thermometer, hung five feet from the floor, should be kept at seventy degrees as far as practicable. When it falls below seventy degrees and cannot be readily advanced, the principal should be notified and she will communicate with the janitor. If the thermometer falls below sixty degrees, the school may, with the approval

of the principal, be dismissed. A record of the standing of the thermometer at each hour of the day will be kept upon the blackboard in each room unless otherwise directed.

23. REPAIRS AND SUPPLIES.—The principals of each building will monthly report any absence or neglect of duty of the janitor thereof to the Superintendent and transmit to him from time to time a list of all repairs and supplies which may be required. In case of continued inefficiency or neglect on the part of the janitor, the matter should be reported to the Superintendent immediately.

24. CARE OF SCHOOL ROOMS.—Teachers will have the immediate care of their respective school rooms and be held responsible for the preservation of all furniture and apparatus thereto belonging; they will annually, at the close of the year, give their principals an inventory of all furniture and supplies therein, on blanks to be furnished by the School Director. They will also co-operate with the principals in securing good order and neatness in the halls and about the school premises.

PUPILS.

25. DUTIES OF PUPILS.—Every pupil is required to attend school punctually and regularly; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers and kind and obliging to schoolmates; to refrain entirely from the use of profane and improper language, and from the use of tobacco in any form, and to be clean and

neat in person and attire, and generally to obey the directions of teachers and conform to the rules of the school.

26. ABSENCE AND TARDINESS. — After each morning and afternoon session it shall be the duty of the teacher to notify the parent or guardian of every absent pupil, and of every one tardy, without excuse for such absence or tardiness. Children shall not be sent home for excuses, when tardy, nor on account of previous absence, but may be required to furnish an excuse or explanation at the next session of the school, provided that notice of tardiness and absence shall be served in every case according to this rule.

27. LEAVING THE ROOM.—Pupils will be permitted to leave the school rooms in school hours when necessary, and teachers are required to use all possible care in respect to this matter.

28. UNNECESSARY ABSENCE OR TARDINESS.—Pupils absent more than three half days, or tardy more than three times in any school month, without a reasonable excuse, may be referred to principal, who, when all other means fail, may refer the case to the Supervisor. But no teacher will thus report any pupil until she has given the parent or guardian due notice of the delinquency, and employed all other appropriate means to secure regularity of attendance.

29. SUSPENSION FOR MISDEMEANORS.—Pupils guilty of the above or other irregularities, and habitually neglectful of their study and of the rules of the school, may be required to report themselves to the

Supervisor in charge of the discipline of the school, but no teacher will otherwise suspend any child from attendance at the school. Pupils will be suspended only by a Supervisor under the direction of the Superintendent.

30. DISMISSALS. — No pupil will be allowed to leave school save in cases of illness, before the close of school hours, except at the written request of the parent or guardian. All such requests, however, will be discouraged by the teacher as much as possible; and if there is reason to suppose that the request is made for reasons insufficient to warrant the interruption of the pupil's studies and recitations, the request will be refused.

31. DAMAGE TO SCHOOL PROPERTY.— Pupils who are guilty of defacing or injuring any school property will be required to pay for all damages. Notice of said damage will be sent to the parent or guardian of the pupil, and in default of payment the matter will be reported to the School Director.

32. PUPILS NOT TO ASSEMBLE ON SCHOOL PREMISES.—Pupils are expected to be quiet and orderly on the school grounds and adjacent streets. They will not assemble about the school premises before 8 o'clock in the morning, Central Standard Time, nor remain after the dismissal of the school.

33. REMAINING AT NOON RECESS.—All children who live too far from their respective schools to go home will have the privilege of remaining in the school building during the noon recess, provided they

properly conduct themselves. But under no circumstances shall the pupils be locked in the basements or rooms during this period.

COURSE OF STUDY.

34. The course of study will cover a period of eight years in the Elementary Schools, four years in the High Schools, three years in the Manual Training Schools and a year and a half in the Normal Training School. The High School work and the Manual Training work may, however, be pursued at the same time.

GRADES, PROMOTIONS, EXAMINATIONS, GRADUATION.

35. GRADES.—There will be eight grades or classifications of pupils, according to proficiency, in the elementary schools, which will be known and designated, commencing with beginners, as first grade, second grade, etc. In the High Schools the classification will be by years and designated as First year, Second year, Junior year and Senior year. In the Manual Training Schools the designation will be First year, Second year and Third year.

36. PROMOTIONS.—Promotions from grade to grade in the schools will be made as follows:

(a) In the primary and grammar grades excepting the eighth grade, of the elementary schools, there will be no daily markings of pupils except for attendance, and no stated or previously announced examinations or tests of their proficiency.

(b) Commencing with the month of January, 1893, the teacher of each grade will, upon a sheet to be provided for the purpose, and known as the "proficiency sheet," enter the name of each pupil in her charge, and on or before the first day of each school month will enter in the appropriate place, opposite each name, the initial letter of one of the following words, viz: Admirable, Excellent, Good, Fair, Poor. The letter thus entered will represent the teacher's best judgment of the quality of the ordinary and regular work of the child in the several branches of study during the preceding month, and will not be determined by any special examination whatever. All writing upon the "proficiency sheets" will be in ink, and, except when in the hands of the teacher for the purpose of being marked, such sheets will be kept at the office of the principal.

(c) In cases where the progress of pupils during the year is not satisfactory to the teachers, information to that effect will from time to time be sent by the teacher to the parents of such pupils.

(d) On the first of June in each year, each teacher will make and certify upon blanks provided, a list of the pupils in her room who, in her judgment, are entitled by reason of proficiency, to promotion to the next grade at the opening of the next school year, and with the approval of the principal the pupils so certified will be thus promoted except from the eighth grade. At the same time the principal and eighth grade teachers will jointly

certify the standing to which pupils in that grade are entitled, upon the basis of their record in the proficiency sheets, expressing their judgment of such standing by one of the words used in such record.

(e) In the first and second grades the determination of the teacher, with the approval of the principal, will be final. In the third, fourth, fifth, sixth, and seventh grades the pupils who are not certified to be entitled to promotion may, upon the written request of their parents or guardians, try a written examination to be prepared by the Superintendent, and if they pass the same they will become entitled to promotion.

(f) With the approval of the principal, any teacher may, at any time during the year, promote on trial to the next grade any pupil who is specially proficient, and who seems able to do the work of that grade. Pupils must not be kept "marking time," waiting for others to come up.

(g) Teachers will pay special attention to pupils who have been held in one grade longer than one year, and will advance them as soon as they may seem able to take the work of the next grade. No pupil will be kept in the same grade more than two years without the approval of the principal, who will report the facts to the Superintendent's office.

(h) Graduation from the elementary schools will be determined by an examination prepared by the Superintendent, the result of which will be averaged with the estimate of the standing of pupils as provided for in paragraph d; but the papers of

all pupils whose estimates are "Poor," will be sent to the Superintendent's office for consideration.

(i) Graduates of the elementary schools will be admitted to the High Schools upon their certificates of graduation. All others, whether previously connected with the Cleveland schools or not, will be admitted to the first-year class in the High Schools upon passing the High School entrance examination held prior to the opening of the schools. No pupils will be admitted to the High Schools after the first of October, in any year, except upon the special permission of the Superintendent. This, however, will not apply to students from other High Schools who have become residents of Cleveland; such students may be admitted at any time and given such advanced standing as they merit, in the discretion of the High School principals.

(j) The principals of the High Schools may, with the approval of the Superintendent, return to the Grammar Schools any pupils who are found to be unprepared for High School work.

(k) Pupils will be advanced in the High Schools under the direction of the respective principals of said schools and will, in the discretion of the Board of Education, be graduated therefrom upon the certificates of the principals that they have satisfactorily completed the prescribed course of study. Such certificates will be based upon the standing of students in the schools and an examination approved by the Superintendent. At graduation, diplomas will

be awarded at public commencement exercises.

STUDY OF GERMAN.

37. ORGANIZATION OF GERMAN CLASSES.—Every eighty or one hundred pupils of any one of the four lower elementary grades, according to the course of study prescribed for said grades, whose parents or guardians desire them to pursue the study of English and German conjointly, shall be divided into two sections, to be placed under the instruction of an English and a German teacher, who shall exchange sections every half day. Classes of forty pupils may be organized, provided that a teacher can be provided for the same who is competent to teach the two languages. Whenever, in any elementary school, forty pupils are found in the four higher grades, whose parents or guardians desire them to continue the study of the German language in connection with their English studies, a teacher of German will be employed and the pupils of the several classes will attend his instruction for one lesson of not less than forty minutes per day, the time to be so arranged by the Supervisors as to prevent any interference of the German and English studies.

38. TRANSFERS OF PUPILS FOR INSTRUCTION IN GERMAN.—Children not residing in districts for which instruction in the German language is provided, whose parents or guardians desire them to pursue that study, may obtain a transfer to the districts where German is taught, on making application to the Superintendent.

39. TIME TO BEGIN THE STUDY OF GERMAN. — Children of German speaking parents will be permitted to begin the study of German upon their first appearance in school, and a card will be presented to each of these pupils, making inquiry whether his parent or guardian wishes such pupil to study German and English, or English only.

Children of English speaking parents will be permitted to begin the study of German only at the opening of the third school year, and only on written request made by the parent or guardian. Application cards for such requests shall be furnished to the parent or guardian.

40. DISCONTINUANCE OF GERMAN. — Requests for permission to discontinue the study of German will be granted if made during the first two weeks of the school year.

NORMAL TRAINING SCHOOL.

41. ADMISSIONS.—No person will be admitted to the Normal Training School who is not a graduate of the High Schools of the City of Cleveland or of some other academic institution of equal grade, and all who are admitted must also hold a valid certificate, granted by the City Board of Examiners. No student will be admitted after the second week of the course except on the special permission of the Superintendent. The number of pupils admitted annually shall not exceed eighty, and should more than this number apply, preference will be given to the graduates of the High Schools in the order of the rank gained in the High School course.

Should the number of High School graduates who are otherwise qualified and who seek admission fall below the authorized number, candidates who hold the certificate of the Board of Examiners and are graduates of other academic institutions of equal grade, may be admitted upon an examination over the High School course conducted by such High School teacher as the Superintendent may select for the purpose.

42. COURSE OF STUDY.—The course of study in the Normal Training School will cover a period of one and one-half years, and will include the history and philosophy of education, psychological study, theory of teaching, methods of instruction and discipline, and actual practice in the schools under the criticism and advice of the training teachers. During the last half year of the course, students will, when practicable and according to proficiency, be allowed to act as substitute teachers in the schools, for which they will be suitably compensated.

43. WITHDRAWAL OF PUPILS.—If the principal and training teachers of the Normal Training School shall at any time become satisfied of the inefficiency or incompetency of any pupil, it shall be the duty of the principal to inform her of such fact and to advise her to withdraw from the school; and anyone thus advised shall not be recommended to the Board for graduation.

44. GRADUATION. — The requirements for graduation will be faithfulness in the school and a good degree of success in the

training department. In appointing teachers for the elementary schools, aside from the appointment of teachers of experience and marked competency, preference will be given to the graduates of the Normal Training School, although graduation will not of itself entitle one to an appointment.

EVENING SCHOOLS.

45. Evening schools will be maintained as directed by the Board of Education. Pupils in the day schools will not be admitted, nor will any pupil under fourteen years of age be admitted unless he holds a compulsory education permit from the Superintendent. Different schools will be maintained for the different sexes. The schools will be under the immediate supervision of the Assistant Superintendent. The course of study will be prescribed each year, but teachers will meet the individual needs of the pupils to the fullest extent possible. Lady teachers in the public schools will not be appointed to these schools unless exigencies seem to require it. All teachers and pupils in the evening schools will be governed by the same rules as govern day schools, so far as practicable. Required records will be kept by teachers with care and verified by oath when so directed.

DISCIPLINE.

46. Teachers are charged with the responsibility of holding their schools well in hand and governing them effectually. Corporal punishment or any striking

or shaking of pupils will not be resorted to. Children will not be deprived of the whole of any recess or detained after school more than twenty minutes, and then only in the afternoon. If children are kept busy, if they are not allowed to become tired through doing nothing, if the best methods of instruction and of government are employed, there will be relatively few instances of misbehavior and these will ordinarily yield to reasonable and proper censure or deprivation of privileges by the teacher, coupled with her appeal to the higher and better instincts of child nature. When aggravated cases of misbehavior arise, which do not yield to usual treatment, the teacher will be likely to effect desirable results by advising with parents. If necessary the teacher will seek the aid of her principal in the matter and they may present the matter to the Supervisor having the oversight of the discipline of the school. Cases of truancy will always be reported to the Truant Officer. As an extreme measure, and when the good order and security of the school require it, the child may be either sent to one of the unclassified schools, suspended or altogether excluded from the privileges of the school. This, however, will not be done by teachers or principals except after report to and upon the direction of the Superintendent's office.

UNCLASSIFIED SCHOOLS.

47. Whenever it shall appear that the attendance of any boy is, for any reason,

prejudicial to the interests of a school and his association with other children is improper, he will, unless the difficulty can be soon remedied, be sent to one of the boys unclassified schools. In these schools every effort must be made to reform and reclaim him, and as soon as the teacher of such school has reason to believe that the boy may with safety and propriety be returned to the school where he belongs, it will become the teacher's duty to report that fact to the Supervisor having oversight of the discipline of the district in which such school is situated.

FLAG DAYS.

48. Principals will see that the flag is displayed from their buildings upon the following days:

January 1—New Year's Day, and anniversary of issuance of the Emancipation Proclamation in 1863.

January 13—Establishment of public schools in Cleveland, 1837.

February 12—Lincoln's birthday.

February 22—Washington's birthday.

March 1—Admission of Ohio as a state, 1803.

April 9—Surrender at Appotomax. Close of Rebellion.

April 15—Death of President Lincoln, 1865 (half mast.)

April 19—Battle of Lexington and Concord. Opening of the Revolution.

Arbor Day, fixed by proclamation of the Governor.

May 30—Memorial Day.

July 4—Independence Day.

September 10—The victory of Lake Erie, 1813.

September ...—The day of opening the schools.

September 19—Death of President Garfield, 1881 (half mast.)

October 21—Columbus Day.

December 22—Forefather's Day.

December 25—Christmas Day.

OFFICE HOURS.

49. The office hours of the Superintendent and his assistants will be from 3:30 to 5 o'clock P.M. on school days, and from 8:30 A.M. to 11:30 A.M. on Saturdays.

KNOWLEDGE OF REGULATIONS.

50. A copy of these regulations will be kept in every school room and ignorance thereof will excuse no one for failing to observe any of their provisions.

ANDREW S. DRAPER,
Superintendent of Instruction.

Rules

For the Government of the Executive Department.

Office of the School Director. }
CLEVELAND, O., March 20, 1893. }

The following regulations have been prescribed for the government of the Executive Department of the Board of Education.

SECRETARY.

It shall be the duty of the Secretary to keep all the records of the executive department, prepare contracts, forms, specifications, leases and legal notices and advertisements, and perform such other duties as the School Director may from time to time require.

CLERK.

The Clerk in the executive department shall assist the Secretary in keeping the records in the office of the School Director, act as page for the School Council, and perform such other general and specific duties as may be required by the School Council or the School Director.

The Building Department.

SUPERINTENDENT OF BUILDINGS.

The Superintendent of Buildings shall be the head of the Building Department and architect for the Board. He shall prepare plans and specifications for new buildings; also for repairs when estimated cost of same shall be one hundred (\$100.00) dollars or more, and superintend construction.

He shall have general charge of all buildings and grounds, protect from injury all property of the Board, and perform such other general or specific duties as may be assigned him by the Board or School Director.

All plans and specifications prepared by him shall be the property of the Board, and he shall preserve these and all other plans now belonging to the Board in his office.

He shall approve all estimates for material furnished and work done on building contracts, be responsible for their correctness, and certify them to the School Director.

He shall keep thoroughly informed as to the condition and safety of all buildings, and shall, after the close of each school year, make a report in writing to the School Director of all the furniture, apparatus and effects in the several school buildings, together with an estimate of the present value of such property, a statement of its condition, and its increase or loss of value as compared with the statement in the previous year's report.

He shall give bonds for the faithful and efficient performance of his duties in the sum of ten thousand (\$10,000.00) dollars to the approval of the School Director.

ASSISTANT SUPERINTENDENT OF BUILDINGS.

The Assistant Superintendent of Buildings, under the direction and orders of the School Director, shall superintend repairs, hire and have control of all workmen in the employ of the Board, and report any changes, repairs and improvements that may be needed.

He shall oversee and direct the Janitors, receive and have the custody of all store-room supplies, distribute the same upon proper requisitions, keep a separate account thereof with each building, and report the same to the School Director as may be required.

He shall report any inefficiency or neglect of duty by workmen or Janitors and shall perform such general or specific duties as may be assigned him.

He shall give bonds for the faithful and efficient performance of his duties in the sum of one thousand (\$1,000.00) dollars, to the approval of the School Director, and shall keep a suitable conveyance to be used in performing his duties for the Board.

He shall be at his office at 9:00 A.M. and from 4:30 to 5:30 P.M.

HEAD CARPENTER.

The Head Carpenter, under the orders and direction of the Assistant Superintendent of Buildings, shall oversee and have charge of all the carpenters and other

workmen employed, keep an accurate daily record of their time and on what buildings employed, and be responsible for its correctness.

He shall report daily for instructions and perform such general or specific work as may be assigned him.

He shall keep a suitable conveyance to be used by him in the execution of his work, and shall give bonds for the faithful and efficient performance of his duties in the sum of five hundred (\$500.00) dollars, to the approval of the School Director.

JANITORS.

The Janitors of the several school buildings shall be under the direct supervision and control of the Assistant Superintendent of Buildings, and are required, during the sessions of the school, to promptly comply with the requests of the principals of the school.

SWEEPING, DUSTING AND CLEANING.—They shall keep the school buildings, waterclosets, basements and outhouses thoroughly cleaned and free from lead pencil and chalk marks. They shall sweep the schoolrooms, cloakrooms and halls, the halls to be swept with damp sawdust, and thoroughly dust the woodwork and furniture thereof after each sweeping. All sweeping and dusting shall be finished thirty minutes prior to the opening of the school.

They shall have possession of the rooms not later than forty-five minutes after the close of the afternoon session; they shall dust the walls of the schoolrooms and of

the halls as often as may be necessary ; they shall scrub the floors and wash the wood-work, windows and transoms as often as they may be directed to do so by the Assistant Superintendent of Buildings, and always before the commencement of the third term in April ; they shall keep the schoolyards clean, and all the walks both inside and outside the fences, belonging to the school grounds, well swept and free from snow ; and when covered with ice said walks and steps around the building shall be kept well covered with sand or sawdust, so as to effectually prevent slipping thereon.

Each Janitor shall open the basement, or where there is no basement, the hall of his or her building, so as to admit the pupils at 8 o'clock in the morning and one-half hour before the opening of the schools in the afternoon during inclement weather. In pleasant weather the school buildings shall be open for the admission of pupils twenty minutes before the opening of the school.

HEATING APPARATUS.—The Janitors shall have the exclusive control of the heating apparatus, under the direction of the Assistant Superintendent of Buildings, and they shall be held responsible to the Board for any damage to the same, resulting from their carelessness or neglect ; they shall report promptly any defects in the steam-heating apparatus, furnaces, stoves and stovepipes, to the Assistant Superintendent of Buildings ; where steam is used the Janitor shall promptly turn it off or on at the request of the teacher desiring the change, but in no case shall the

teacher or pupils interfere with said apparatus. In school buildings heated by stoves the Janitor shall supply coal for said stoves as directed by the teacher; and he shall keep the stove well blacked.

MISCELLANEOUS. — They shall give special attention to the ventilation of the schoolrooms, halls and basement, under the direction of the principals and the Assistant Superintendent of Buildings; they shall fasten loose seats to the floor, glaze windows when necessary, keep doors in repair, and keep the window curtains in good order; they shall wash and fill with ink the ink wells when requested to do so by the teachers; they shall present all requisitions for supplies at the office of the Assistant Superintendent of Buildings, on Saturdays, between 7:30 and 10:30 A.M., and return thereafter to their respective buildings.

They shall be held responsible for the correctness of all receipts signed by them for coal or other supplies delivered, and for the amount of ashes taken from their school buildings.

They shall perform such other duties as may be required of them not inconsistent with the duties herein prescribed.

They shall give bonds for the faithful and efficient performance of their duties in the sum of five hundred (\$500.00) dollars, to the approval of the School Director.

H. Q. SARGENT,
School Director.

Reorganization Act

... OF ...

1892,

... FOR ...

THE BOARD OF EDUCATION,

CITY OF CLEVELAND,

OHIO.

AN ACT

To provide for the reorganization of boards of education in city districts of the second grade of the first class.

SECTION 1. *Be it enacted by the General Assembly of the State of Ohio,* That boards of education in city districts of the second grade of the first class shall consist of a school council and a school director.

LEGISLATIVE.

SEC. 2. The legislative power and authority shall be vested in the school council, which shall consist of seven members, to be elected by the qualified electors residing in such district, and which shall meet at such times as required by law for the meeting of the board of education in such districts. No resolution levying a tax shall be adopted unless the resolution, together with the estimates on which the same is based, has been submitted to and approved by the board of tax commissioners in the city located in full or in part in such districts.

SEC. 3. The first election for such council shall be held on the first Monday of April, 1892, at which election three members of the council shall be elected for a term of two years, and their successors shall be elected at the annual municipal election for 1894, and biennially thereafter, and four members of the council shall at such election in 1892, be elected for a term of three years, and their successors shall be elected at the annual municipal election of 1895, for a term of two years, and bien-

nially thereafter, and all members of the council shall serve until their successors are elected and qualified. The council shall organize annually, by choosing one of their members president, also a clerk, who shall not be a member thereof, and who shall be clerk of the board of education. And he shall receive a salary to be fixed by the council, which shall not exceed two thousand dollars (\$2,000.00) per year.

SEC. 4. Every legislative act of the council shall be by resolution. Every resolution involving an expenditure of money or the approval of a contract for the payment of money, or for the purchase, sale, lease or transfer of property, or levying any tax, or for the change or adoption of any text book, shall, before it takes effect, be presented, duly certified by the clerk, to the school director for approval. The director, if he approves such resolution, shall sign it; but if he does not approve it he shall return the same to the council at its next meeting, with his objections, which objections the council shall cause to be entered upon its journal, and if he does not return the same within the time above limited, it shall take effect in the same manner as if he had signed it; provided, that the director may approve or disapprove the whole, or any item or part of any resolution appropriating money; and further provided, that any item disapproved shall have no bearing or connection with any other part of such resolution. When the director refuses to sign any such resolution or part thereof, and returns it to the council with his objections, the council

shall forthwith proceed to reconsider it; and, if the same is approved by a vote of two-thirds of all the members elected to the council, it shall then take effect as if it had received the signature of the director; and in all such cases the votes shall be taken by yeas and nays and entered on records of the council.

SEC. 5. The council shall have power to provide for the appointment of all necessary teachers and employes and prescribe their duties and fix their compensation. It shall also have the same powers and perform the same duties in relation to the library board and manual and domestic training schools as are now vested in and exercised by the boards of education of city districts of the second grade of the first class.

EXECUTIVE.

SEC. 6. The school director shall be elected by the qualified electors of the district, and, except as otherwise provided in this act, all the powers heretofore vested in and performed by the board of education in such districts, shall be vested in and performed by him.

SEC. 7. The first election for such director shall be held on the first Monday of April, 1892, and the director so elected shall serve until his successor is elected and qualified and such successor shall be elected at the time of the annual municipal election for 1894, and biennially thereafter.

SEC. 8. The director shall devote his entire time to the duties of his office, and shall receive an annual salary of five

thousand (\$5,000) dollars, payable monthly out of the school funds of the district ; and before entering upon the discharge of the duties of his office shall give bond for the faithful performance thereof in the sum of twenty-five thousand (\$25,000), with not less than two surities to be approved by the board, which bond shall be deposited with the clerk within ten days from date of election, and preserved by him.

SEC. 9. In case of any vacancy in the office of school director or member of the council, the council may, by the vote of the majority of all the members elected, fill such vacancy until the next annual municipal election occurring more than thirty days after such vacancy occurs, when the same shall be filled by election for unexpired term.

SEC. 10. The school director shall, subject to the approval of and confirmation by the council, appoint a superintendent of instruction, who shall remain in office during good behavior, and the school director may at any time, for sufficient cause, remove him; but the order for such removal shall be in writing, specifying the the cause therefor, and shall be entered upon the records of his office; and he shall forthwith report the same to the council, together with the reasons therefor. The superintendent of instruction shall have the sole power to appoint and discharge all assistants and teachers authorized by the council to be employed, and shall report to the school director in writing annually, and oftener if required, as to all matters under his supervision,

and may be required by the council to attend any or all of its meetings; and, except as otherwise provided in this act, all employes of the board of education shall be appointed or employed by the school director. He shall report to the council annually, or oftener, if required, as to all matters under his supervision. He shall attend all meetings of the council and may take part in its deliberations, subject to its rules, but shall not have the right to vote.

ACCOUNTS—DIRECTOR OF ACCOUNTS.

SEC. 11. The city auditor of the city located in whole or in part in such district, shall be the auditor of the board of education of such district. He shall keep an accurate account of all taxes levied for school purposes, and of all moneys due to, received and disbursed by the board; also of all assets and liabilities of, and all appropriations made by the school council, and shall receive and preserve all vouchers for payments and disbursements made to or by the board.

SEC. 12. He shall issue all warrants for the payment of money from the school funds, but no warrant shall be issued for the payment of any claim until such claim is approved by the school director, except the pay-roll for assistants in school work and teachers, which shall be approved by the president and clerk and the superintendent of instruction.

SEC. 13. Whenever a claim shall be presented to the auditor, he shall have power to require evidence that the amount

claimed is justly due and is in conformity to the law, and for that purpose he may summon before him any officer, agent or employe of the board, or any other person, and examine him on oath or affirmation relative thereto, which oath or affirmation he may administer.

SEC. 14. No money shall be drawn from the treasury except in pursuance of appropriations made by the school council, and whenever an appropriation is made by the council the clerk shall forthwith give notice thereof to the auditor and treasurer. No appropriations shall be made for a longer period than for the end of the current year, and at the end of each year, all the unexpended balances of appropriations shall revert to the school fund.

SEC. 15. If the auditor shall draw a warrant for any claim contrary to law, he and his sureties shall be individually liable for the amount of the same.

SEC. 16. The auditor shall submit to the council, annually, and oftener if required by it, a report of the accounts of the board, verified by his oath, exhibiting the revenues, receipts, disbursements, assets and liabilities of the board, the sources from which the revenues and funds are derived, and in what matter the same have been disbursed. He shall give bond for the faithful discharge of his duties in the sum of twenty thousand (20,000) dollars, with not less than two sureties, and which shall be approved by the council and filed with the clerk. The auditor shall receive no compensation for his services as auditor, but the council

shall provide for the appointment of such assistants for the auditor as it shall deem necessary, and fix their compensation, which shall be paid monthly out of the school funds; but such assistants shall be appointed by the auditor.

SEC. 17. All money due to the board shall be paid to the treasurer upon the warrant of the auditor, which alone shall be sufficient to authorize such payment; no person except the treasurer shall collect or receive any moneys due the board, and any payments made, except to such treasurer, and any receipt given therefor by any person shall be void as against the board.

SEC. 18. The office of auditor of the board of education as provided by section 3980 of the Revised Statutes, is hereby abolished; to take effect upon the organization of the board of education, as herein provided.

CONTRACTS.

SEC. 19. No contract, agreement or obligation shall be binding upon the board unless an appropriation therefor shall have been first made by the council.

SEC. 20. All contracts involving more than two hundred and fifty (\$250) dollars in amount shall be in writing, executed in the name of the board of education by the school director and approved by the council. When money therefor has been appropriated by the council, the school director may make contracts and purchases not exceeding two hundred and fifty (\$250) dollars in amount at any one time, but all

such contracts shall be forthwith reported to the auditor.

SEC. 21. When the school council determines to build, enlarge, repair or furnish a school-house, or school-houses, or make any improvement or repair, the cost of which will exceed fifteen hundred dollars, except in cases of urgent necessity or for the security and protection of school property, it shall proceed as follows:

1. The school director shall advertise for bids for a period of four weeks, once each week, in not exceeding two newspapers of general circulation in the district; which advertisement shall be entered in full on the records of the school director; and all advertising shall be paid for at not exceeding legal rates, as provided in section 4366 of the Revised Statutes.

2. The bids, duly sealed up, shall be filed with the clerk at 12 o'clock, noon, of the last day stated in the advertisement.

3. The bids shall be opened by the school director at the next meeting of the council, be publicly read by the clerk, and entered in full upon the records of the council.

4. Each bid shall contain the name of every person interested in the same, and shall be accompanied by a sufficient guaranty of some disinterested person that if the bid be accepted a contract will be entered into, and the performance of it properly secured.

5. When both labor and materials are embraced in the work bid for, each must be separately stated in the bid with the price thereof.

6. None but the lowest responsible bid shall be accepted, but the school director may, at his discretion, reject all the bids, or accept any bid for both labor and materials which is the lowest in the aggregate for such improvement or repair.

7. Any part of a bid which is lower than the same part of any other bid shall be accepted, whether the residue of the bid is higher or not; and if it is higher, such residue shall be rejected.

8. The contract shall be between the board of education and the bidders, and the board shall pay the contract price for the work when it is completed, in cash, and make up monthly estimates as the work progresses.

9. When two or more bids are equal in the whole or in any part thereof, and are lower than any others, either may be accepted, but in no case shall the work be divided between the makers thereof.

10. When there is a reason to believe that there is any collusion or combination among the bidders, or any number of them, the bids of those concerned therein shall be rejected.

GENERAL.

SEC. 22. Any member of the school council, or the director, may be impeached for misfeasance or malfeasance in office, by a proceeding in the probate court in the county in which said school district is situated, on complaint thereof, under oath filed therein by any elector of the school district, signed and approved by four electors thereof; and thereupon, such proceedings shall be had and judgment rendered, as

provided in sections 1732 and 1736 inclusive, of the Revised Statutes for the impeachment of officers of municipal corporations; and the costs and expenses of the trial shall be charged upon the party filing the complaint, the accused, or the board of education, or apportioned among them as the judge may see fit to direct, and shall be collected as in other cases, provided that no costs or expenses shall be charged to the accused, if he is acquitted.

SEC. 23. The members of the board of education in city districts of the second grade, first class, in office when this act takes effect, shall continue in office until the school council is organized as herein provided, at which time their powers and duties shall cease and determine, and their offices thenceforth shall be and are hereby abolished.

SEC. 24. Section 3899 of the Revised Statutes is hereby repealed; and all provisions of law in force when this act takes effect, which are inconsistent with any provision of this act, shall be held to be superseded by the latter, as to the matter of inconsistency, and not otherwise, as to city districts of the second grade of the first class.

SEC. 25. This act shall take effect and be in force from and after its passage.

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